



**U. S. DEPARTMENT OF NAVY
HUMAN RESOURCES OFFICE - BAHRAIN
VACANCY ANNOUNCEMENT
MERIT PROMOTION PROGRAM**

**Resumes/CVs not received by the closing date will NOT receive consideration.
FAILURE TO FOLLOW ALL INSTRUCTIONS WILL RESULT IN NON-CONSIDERATION OF YOUR APPLICATION.**

ANNOUNCEMENT #: NSA-12-067
POSITION: MAIL & FILE CLERK (FINANCE)
PP-SERIES-GRADE: BG-0305-05 FPL BG-07
MONTHLY SALARY RANGE: BD426.000– BD738.000
LOCATION: SUPPLY DIVISION, FLSCI NAVSUP

OPENING DATE: 16-JUL-2012
CLOSING DATE: 30-JUL-2012
VACANCY: 3
APPOINTMENT TYPE: FULL TIME / PERM

ABOUT THE JOB

This position involves a variety of clerical and administrative duties related to the processing of incoming or outgoing mail and/or the systematic arrangement of records for storage or reference purposes, the scheduled disposition of records, and the performance of related work when such duties require the application of established mail or file methods and procedures. The incumbent is responsible for selling postage stamps, stamped envelopes and other United States Postal Service (USPS) products. Verifies the proper procedures of processing Express, First Class, Priority and space available Mail, relative to size, weight prohibitions, postage, etc. Assists the COPE (Custodian Postal Effects) in preparing Daily and Monthly Audits, assists over 400 customers with special mailing services such as insured, certified, delivery confirmation etc. Processes and dispatches incoming/outgoing mail for the personnel on base made up of all branches of DoD and includes U. s. Military/DoD civilian personnel and U. S. contractors.

**WHO MAY APPLY
CURRENT BG EMPLOYEES**

QUALIFICATIONS/EVALUATION REQUIREMENTS

- To qualify for this position, your resume/CV must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Resumes/CVs that do not reflect the necessary experience/education to meet the qualification standards for the job will not be referred for consideration. OPM Qualification Standard Guide for this position: <http://www.opm.gov/qualifications/Standards/IOs/gs0300/0305.htm>
<http://www.opm.gov/qualifications/Standards/group-stds/gs-cler.asp>
 - BG-05 General experience performing clerical duties & able to pick up mail averaging 3000 kilos weekly
 - BG-06 Specialized experience assisting in customer service/mail sorting/sale of postal products
 - BG-07 Specialized experience in postal worker duties/assisting in monthly audit/knowledge of dispatching schemes to ensure proper transportation of mail.
- Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related education as reflected on their resume/CV.
- Please note: If you do not identify the name and phone number of each employer, the title of each job performed, as well as the start and ending dates of employment your application will not be referred for consideration.
- Candidates are encouraged to ensure work experiences clearly show possession of knowledge of the subject matter pertinent to the position, the technical skills to successfully perform the duties of the position, and the ability to communicate both orally and in writing.
- It is HIGHLY recommended applicants take advantage of the CV Format provided at:
http://www.cnmc.navy.mil/navycni/groups/public/documents/document/cnmcip_a282304.pdf.

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REQUIRED DOCUMENTS

Resume or CV (ABSOLUTELY NO PHOTOS/PICTURES)	Personal Data Collection Sheet
Copy of SF-50 (Internal Applicants)	Family Affiliations
Copy of Bahrain Driver's License	

CONDITIONS OF EMPLOYMENT

- Applicant must be able to speak, read, write and understand English fluently.
- Applicant must have and maintain a current Bahraini driver's license.
- 48 hour work week

HOW TO APPLY

- All documents must be legible. No photos/pictures are permitted on resumes.
- The announcement number must be at the top of the first page of your resume/CV.
- Do not submit training certificates, letters of appreciation, experience certificates and any documents not listed on this announcement.
- If all the required documents above are not provided by the closing date of the announcement, your resume/CV will not receive consideration.

WHERE TO APPLY

Internal applicants (current BG employees) and Non-U.S. citizen spouse may submit their application packages directly to HRO Bahrain. However, these packages must be complete at the time of submission. Failure to submit all required documents will result in the application not receiving further consideration.

Applications received in an official government envelope will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regards to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

WHAT TO EXPECT NEXT

Once your completed application is received we will conduct an evaluation of your qualifications. The candidates rated eligible will be referred to the hiring manager for further consideration. No notifications are given regarding receipt or status of your application. You will only be notified if you are selected for the position.

For more information on the application process please visit our website:

<http://auth.cnmc.navy.mil/Bahrain/About/Jobs/index.htm>